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31 August 1984

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1. DCI Visit

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The DCI is scheduled to visit [redacted] buildings during the afternoon of 5 September; tentative plans have also been scheduled for a visit to [redacted] on 28 September. In the [redacted] the DCI will meet and briefly chat with office personnel who are involved in day-to-day line operations. [redacted]

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2. Video Tape

In support of the continuing effort to maintain clear and timely intra-office communication, today's staff meeting, as well as selected future staff meetings, will be videotaped and distributed to line units. Office managers have indicated that the taping of staff meetings has generated very favorable comment. [redacted]

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3. Reorganization within PTAS

[redacted] explained the need for a reorganization within PTAS and announced the elevation of the Headquarters Security Branch to the Group level. Effective 4 September Headquarters Security Services Group is established. Continuing the previous line operations of the Branch, the Group will also oversee the day-to-day operation of the Security Protective Service and the various escort programs. [redacted]

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4. Testimony on the Hill

[redacted] advised that he is preparing to testify in closed session before the House Armed Services Committee on

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6 September, concerning the Agency's polygraph program. Further testimony before other House Committees is a distinct possibility. [redacted]

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5. "Pool"

The effort within the Agency to process and enter-on-duty as many staff applicants as possible before fiscal year end is at full strength. In an attempt to meet the FY 84 ceiling, the Director of Personnel is establishing a "pool" of probable employees, temporarily assigned to the Ames building. [redacted] stated that the guidelines governing the pool are that no badges will be issued; no interim clearances given; and physical barriers to segregate the pool to certain areas within the Ames building must be effected. [redacted]

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6.

7. Security Protective Officers Training

Efforts are currently in process to have [redacted] of the Agency's new security protective officers train at the Federal Law Enforcement Training Center in Glynco, Georgia. The Center affords quality instruction in law enforcement procedures and techniques. [redacted]

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8. New Building

Various officers are scheduled to meet with the DDA in the next few weeks for deliberations on selection of Agency components to be moved into the new building at Headquarters. Specific space requirements will also be validated. [redacted]

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